

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 28, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Agreement with CRA for Community Bus and Transit Services

I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Civic Affairs
- 2) Type of Agreement – Interlocal agreement
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract
 - a) initial – 5/1/2016 – 9/30/2017
 - b) renewals (if any) – Two 1-yr. renewals
 - c) who exercises option to renew – City
- 5) Contract Amount – City will reimburse CRA for costs of operating Community Bus Program, but payments will not exceed amount City receives from County grant.
- 6) Termination rights – Either party may terminate without cause by giving 180 days’ notice.
- 7) Indemnity/Insurance Requirements – CRA and its 3rd party contractor will indemnify City. CRA or its 3rd party contractor will provide insurance.
- 8) Scope of Services – CRA will operate Community Bus Program.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager